

# POSITION ANNOUNCEMENT

Lee County Parks & Recreation Department

Date Posted: April 28, 2021

Position: Temporary Part-Time Site Supervisor

Salary Range: \$9.00/Hour

## Description of Work:

The Lee County Parks & Recreation Department is seeking Temporary Part-Time Site Supervisors for the athletic seasons. Applicants will be responsible for opening and closing the facilities, maintaining the facilities cleanliness, and over all supervision of facilities. Essential functions include: Unlocking and locking the facility, some maintenance of the facility, picking up trash, reporting facility maintenance needs, maintaining a clean orderly work environment, ensuring a safe, clean, orderly environment for participants and spectators, and reporting scores. All work is performed under the direction of the Athletic Staff. Applicant must be dependable and prompt, and able to work weekday evenings from 6:00 p.m. until 10:00 p.m. and anytime on weekends.

## Requirements:

Applicants must be 18 years of age or older. Good public relations skills are a must. NC Criminal Background Check Required.

## Application Process:

Applications may be obtained at: Lee County Human Resources Office Located in the Summit Building at 408 Summit Drive Sanford, NC 27330. Parks & Recreation Office Located at 2303 Tramway Road, Sanford, NC 27332

Completed applications should be returned to the Human Resources Office, Parks & Recreation Office or mailed to PO Box 1968 Sanford, NC 27331-1968.

## Application Deadline: Open until filled.

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Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disabling condition in employment. Lee County is an equal opportunity employer.